

## **STATE OF INDIANA**

### **JOB PERFORMANCE REQUIREMENTS**

#### **PUBLIC FIRE AND LIFE SAFETY EDUCATOR I**

#### **PRACTICAL SKILLS TEST FOR PUBLIC FIRE AND LIFE SAFETY EDUCATOR I**

The candidate must complete all of the Job Performance Requirements in this booklet, throughout the course. An approved evaluator must witness the candidate's performance, mark as "Pass or Fail", document further education recommendations, sign and date each JPR. After the candidate has successfully completed each Job Performance Requirement, and the Evaluator has signed each module, the Lead Evaluator must sign a "Lead Evaluators Acknowledgment" and forward the JPR booklet to the candidate's home fire department. The JPR booklet should be kept in the candidate's personal training file.

#### **RECEIVING PUBLIC FIRE AND LIFE SAFETY EDUCATOR I CERTIFICATION**

Firefighter's meeting all of the requirements and prerequisites are eligible to apply, to the Indiana Board of Firefighting Standards and Education, for certification. The Candidate is required, upon request from PSTI staff, to provide proof that all prerequisites and requirements have been met. To apply, complete an "Application for Certification" and forward it along with a copy of the "Lead Evaluator's Acknowledgment" to the Indiana Public Safety Training Institute at the following address.

**Indiana Public Safety Training Institute  
302 West Washington Street  
Room E239  
Indianapolis, Indiana 46204**

#### **RELEASE OF STUDENT INFORMATION**

The Public Records Law of the Indiana Code prohibits the release of participant grades to anyone other than the participant unless written permission is first obtained from the participant. The registration form, which is signed before each course or certification exam is conducted, contains the following information release statement. The participant acknowledges when he or she signs the form: "I hereby authorize the release of any or all information concerning my enrollment in this course only to the Chief Officer of my organization or his designee."

#### **WRITTEN EXAMINATION FOR PUBLIC FIRE AND LIFE SAFETY EDUCATOR I**

The written examination stems from a test bank, employed by PSTI. The computer creates versions of the exam by randomly generating One hundred- (100) questions per test. The tests are referenced from the following:

## **STATE OF INDIANA**

### **JOB PERFORMANCE REQUIREMENTS**

#### **PUBLIC FIRE AND LIFE SAFETY EDUCATOR I** **REFERENCE LISTS**

NFPA 1035 (2000 Edition)

IFSTA Fire and Life Safety Educator, 2<sup>nd</sup>. Edition, 1<sup>st</sup>. Printing

IFSTA Fire Service Instructor, 5<sup>th</sup>. Edition, 1<sup>st</sup>. Printing

IFSTA Fire Department Company Officer, 2<sup>nd</sup>. Edition, 3<sup>rd</sup>. Printing

IFSTA Fire Inspection and Code Enforcement, 2<sup>nd</sup>. Edition, 5<sup>th</sup>. Edition

IFSTA Fire Service First Responder, 1<sup>st</sup>. Edition, 2<sup>nd</sup>. Printing

IFSTA Essentials of Firefighting, 3<sup>rd</sup>. Edition, 4<sup>th</sup>. Printing

#### **SAMPLE TEST QUESTIONS**

1. A \_\_\_\_\_ is a comprehensive strategy that addresses fire and life safety issues via educational; means?
  - a. **Program**
  - b. Lesson plan
  - c. Presentation
  - d. Curriculum
2. Incomplete program documentation could result in:
  - a. Mismanagement of student's time
  - b. Unable to measure program effectiveness
  - c. Potential loss of funding
  - d. **All of the above**

#### **SCORING TESTS AND RETEST PROCEDURES**

Students may retake a test within 90 days from the date of the first test. If the student fails the second test, he/she has the option to:

- 1.) Retake the entire course
- 2.) Wait for a period of one year to challenge the test again.

All cognitive exams are computer scanned for grading; any questions with more than one answer marked will be counted as an incorrect answer and deducted from the score. Any questions that are not answered will also be counted incorrect. The final score is determined by deducting the number of incorrect and blank answers, times the question point value from 100 percent to establish a raw score. The raw score is then rounded to the nearest whole number to establish a final score. You must answer 70 percent or higher of the questions correct to receive a passing score.

## STATE OF INDIANA

### JOB PERFORMANCE REQUIREMENTS

### PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

# Lead Evaluator Form

**CANDIDATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **COURSE NUMBER:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**OBJECTIVE:** The Job Performance Requirement Skills Evaluation System is divided into Skills Stations based upon subject headings within the certification standard. Each of these Skill Stations is then broken down into Skill Tests drawn from each component of the standard. This is an "Evaluation" and not a "Training Session". The Candidate must satisfactorily pass each skill.

**INSTRUCTORS AND EVALUATORS:** Each skill test presented within this Skill Packet is based upon Job Performance Requirements identified by The National Protection Association (NFPA) and approved by the Indiana Board of Firefighting Personnel Standards and Education (BFPSE). Latitude is granted to the Lead Instructor and/or Lead Evaluator to modify the Skill Test to the extent necessary to accomplish the specified objectives. Necessary modification is therefore granted to the Instructor II/III serving as Lead Instructor and/or Lead Evaluator provided the evaluation and testing results satisfy the Job Performance Requirement as describes by the standard.

#### **CANDIDATES**

If the candidate cannot perform a task, the evaluator will identify that task as a "Recommended Area for Further Training". Each candidate shall advise the evaluator when they have completed all evaluations scheduled for that day have been completed. Candidates have the option to retake any skill test at the end of the evaluation session or during a make-up session given by the Instructor.

**GOOD LUCK!**

(NOTICE: An asterisk (\*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Appendix A of NFPA 1035, *Standard for Public Fire and Life Safety Educator, 2000 Edition*.)

## **STATE OF INDIANA**

### **JOB PERFORMANCE REQUIREMENTS**

#### **PUBLIC FIRE AND LIFE SAFETY EDUCATOR I**

**655 IAC 1-2.1-16**

**IC 22-14-2-7**

**Section 16:** (a) The minimum training for standards for **Public Fire and Life Safety Educator I** certification shall be set out in that certain document, being titled as NFPA 1035, *Standard for Professional Qualifications for **Public Fire and Life Safety Educator***, Chapter 2, (2000 Edition), published by NFPA, Batterymarch Park, Quincy Massachusetts 02269, which is hereby adopted by reference and made a part of this rule as if fully set out in this rule.

#### **NFPA 1035 (2000 Edition)**

#### **Standard for Public Fire and Life Safety Educator**

##### **2-1 General Requirements.**

The Public Fire and Life Safety Educator I shall meet the job performance requirements defined in Sections 2-1 through 2-4.

##### **2-1.1 General Requisite knowledge**

Fire behavior; organizational structure, function, and operation; human behavior during fire; injury causes/prevention; escape planning; hazard identification and correction; basic fire protection systems and devices; emergency reporting; firefighter personal protective equipment; special needs for those with disabilities; time management.

##### **2-1.2 General Requisite Skills**

Communicate in writing, communicate verbally.

## STATE OF INDIANA

### JOB PERFORMANCE REQUIREMENTS

#### PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

##### **Chapter 2, Section 2-2 Administration**

**Section 2-2.1\*** Document public fire and life safety educational activities, given specific forms or formats, so that all activities are recorded and each component of the form or format is completed.

(a) *Requisite Knowledge:* Required forms or formats, reporting procedures, scheduled activities.

(b) *Requisite Skills:* Utilize forms, gather and assemble information.

**A-2-2.1** An activity is a component of a fire and life safety education program. Activities include lessons, public presentations, demonstrations, safety fairs, home inspections, news releases, media interviews, and billboards. A fire and life safety education program utilizes multiple activities to achieve program goals. For example, a department can have a home safety program. The program includes home inspections by engine company personnel, public service announcements on local radio and television, billboards on major highways, and presentations to community groups. An organization's public fire and life safety strategy is the comprehensive organizational plan designed to eliminate or mitigate risks that endanger lives, health, property, or the environment through public fire and life safety education programs. [See Figure A-2-2.1(a).] The strategy can include collaborative partnerships with other community, state, and national organizations and agencies. It is the result of a planning process that begins with determining community needs and issues. [See Figure A-2-2.1(b).]

**Figure A-2-2.1(a)** Fire and life safety education program components.

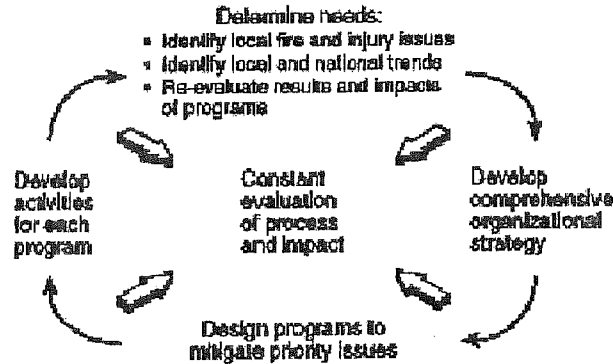


## **STATE OF INDIANA**

### **JOB PERFORMANCE REQUIREMENTS**

#### **PUBLIC FIRE AND LIFE SAFETY EDUCATOR I**

**Figure A-2-2.1 (b)** Fire and life safety education program design process.



#### **Chapter 2, Section 2-2 Administration**

**Section 2-2.2\*** Prepare written activity reports, given specific forms or formats and information on activities, so that all components of the form or format are completed with the correct information.

*(a) Requisite Knowledge: Types of educational activity, classifications for activities, types of documentation methods and authority having jurisdiction preferred methods, the purpose of the forms or formats, implications of not appropriately documenting activities.*

*(b) Requisite Skills: Maintain records, compile information.*

**A-2-2.2** The Public Fire and Life Safety Educator I is routinely tasked with several activities other than educational presentations, for example, attending meetings and working with department teams. The activity report documents all the non-educational activities or tasks performed by the educator.

**Section 2-2.3** Maintain a work schedule, given a list of events, activity requests, pre-activity requirements, and time allotments, so that all activities are scheduled and completed without conflict.

*(a) Requisite Knowledge: Scheduling limitations and program requests.*

*(b) Requisite Skills: Schedule events without conflict, schedule time for pre-activity requirements.*

#### **Chapter 2, Section 2-3, Planning and Development**

**Section 2-3** Identify partners for addressing fire and life safety issues, given fire and life safety issues and community agencies, organizations, and associations, so that information and resources are shared.

*(a) Requisite Knowledge: Community and organizations, fire and life safety issues, background information on the issues.*

*(b) Requisite Skills: Identify organizations with common fire and life safety goals, recognize opportunities for shared effort.*

## **STATE OF INDIANA**

### **JOB PERFORMANCE REQUIREMENTS**

#### **PUBLIC FIRE AND LIFE SAFETY EDUCATOR I**

##### **NFPA 1035 (2000 Edition) Chapter 2, Section 2-4 Education**

**Section 2-4.1\*** Select instructional materials, given a subject, learning objectives, the intended audience, and related resources, so that the materials are specific to the audience and activity objectives.

(a) *Requisite Knowledge:* Learning characteristics of varied audiences and instructional material content.

(b) *Requisite Skills:* Assess instructional materials, locate instructional materials.

**A-2-4.1** The Public Fire and Life Safety Educator I may receive this requisite knowledge through departmental training programs, training programs sponsored by state or federal training agencies, or education departments of local colleges or universities. It should be emphasized that the role of the Public Fire and Life Safety Educator I is simply to deliver pre-developed lessons. For this reason, the requisite knowledge should focus only on those basic skills. The final determination of the amount of training necessary to meet the requirements is the responsibility of the organization providing the training. It is important that the requisite knowledge and skills be obtained prior to assuming the duties of a Public Fire and Life Safety Educator I.

**Section 2-4.2** Maintain safety during fire and life safety education activities, given a lesson plan and a list of equipment, so that public fire and life safety activities are conducted without injury to educator or students.

(a) *Requisite Knowledge:* Potential hazards, injury reduction strategies.

(b) *Requisite Skills:* Recognize and mitigate potential hazards.

**Section 2-4.3\*** Present a lesson, given a lesson plan with multiple presentation methods, evaluation instruments, time allotment, setting, and identified audience, so that the lesson plan is followed and the objectives are met.

(a) *Requisite Knowledge:* Lesson content, presentation methods, specific audience needs.

(b) *Requisite Skills:* Implement lesson plans with identified learning objectives, apply presentation management skills, demonstrate presentation methods, use audiovisual equipment and materials.

## **STATE OF INDIANA**

### **JOB PERFORMANCE REQUIREMENTS**

#### **PUBLIC FIRE AND LIFE SAFETY EDUCATOR I**

##### **NFPA 1035 (2000 Edition) Chapter 2, Section 2-4 Education**

##### **A-2-4.3** Typical presentation methods include the following:

- (1) Lectures
- (2) Skits
- (3) Games
- (4) Role playing
- (5) Questioning
- (6) Team teaching
- (7) Discussions
- (8) Music
- (9) Characterizations
- (10) Demonstrations
- (11) Modeling
- (12) Videos
- (13) Films
- (14) Slides

##### **Section 2-4.4** Notify the public, given a scheduled event, so that the location, date, time, topic, and sponsoring agency are included.

*(a) Requisite Knowledge: Publicity methods, local media resources, policies regarding dissemination of information.*

*(b) Requisite Skills: Distribute information.*

##### **Section 2-4.5** Distribute educational information, given material, a specified audience, and time frame, so that the information reaches the audience within the specified time.

*(a) Requisite Knowledge: Legal requirements and policies for the distribution and posting of materials, distribution methods, venues for communicating with various audiences, time requirements for processing information.*

*(b) Requisite Skills: Distribute information.*

##### **Section 2-4.6** Administer an evaluation instrument, given the appropriate evaluation instrument and testing policies and procedures, so that lesson outcomes are known.

*(a) Requisite Knowledge: Evaluation instruments, learning objectives, testing policies and procedures.*

*(b) Requisite Skills: Apply testing policies and procedures.*

##### **Section 2-4.7** Score an evaluation instrument, given the scoring procedures and grading scale, so that lesson outcomes are known.

*(a) Requisite Knowledge: Scoring techniques, grading techniques, grading scales.*

*(b) Requisite Skills: Information analysis.*



## STATE OF INDIANA

### JOB PERFORMANCE REQUIREMENTS

#### PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

##### Skill Test 1: Administration

- Objective:**    **2-1.2:** Communicate in writing, communicate verbally.  
                  **2-2.1\*:** Document public fire and life safety educational activities, given specific forms or formats, so that all activities are recorded and each component of the form or format is completed.  
                  **2-2.2\*:** Prepare written activity reports, given specific forms or formats and information on activities, so that all components of the form or format are completed with the correct information.  
                  **2-2.3** Maintain a work schedule, given a list of events, activity requests, pre-activity requirements, and time allotments, so that all activities are scheduled and completed without conflict.

**Task:**            The candidate shall communicate verbally and in writing, utilizing forms, gathering and assembling information, maintain records, compile information, schedule events without conflict, and schedule time for pre-activity requirements.

**Tools:**          Pen/Pencil, paper, computer if possible, required forms if possible, and other applicable information and reference materials as determined by the instructor to complete the objectives.

**Attainment:** Complete all elements of the assigned task within a period described by the instructor.

<b>Did the candidate: (Complete the following)</b>	<b>Pass</b>	<b>Fail</b>
1.) Prepare a written activity report describing the type of program, number of students, and problems encountered?		
2.) Text is concise, clear and legible.		
3.) To, From, Date, and Subject are included in the heading		
4.) Utilize forms, or create a form to; gather and assemble information		
5.) Presentation provides accurate, educational information		
6.) Schedule events without conflict		
7.) Schedule time for pre-activity requirements		

**Date:** \_\_\_\_\_

**Candidate:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

## STATE OF INDIANA

### JOB PERFORMANCE REQUIREMENTS

#### PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

##### **Skill Test 2: Planning and Development**

**Objective:** 2-3 Identify partners for addressing fire and life safety issues, given fire and life safety issues and community agencies, organizations, and associations, so that information and resources are shared.

**Task:** Identify organizations with common fire and life safety goals, recognize opportunities for shared effort.

**Tools:** Pen/pencil, paper, applicable reference material, and a computer if possible.

**Attainment:** Complete tasks within a time frame determined by the instructor.

<b><u>Did the candidate: (Complete the following)</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
1.) Identify organizations in your community with fire and life safety issues		
2.) Identify community background information		
3.) Recognize ways to share efforts and goals with those organizations		

**Date:** \_\_\_\_\_

**Candidate:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

## STATE OF INDIANA

### JOB PERFORMANCE REQUIREMENTS

### PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

**Skill Test 3: Education**

**Objective:** 2-4.4 Notify the public, given a scheduled event, so that the location, date, time, topic, and sponsoring agency are included.

**Task:** Distribute information according to the objective.

**Tools:** Pen/Pencil, paper, a computer if possible, local media resources, policies regarding dissemination of information.

**Attainment:** Complete the objectives as determined by the instructor.

<b><u>Did the candidate: (Complete the following)</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
1.) Accurately and effectively notify the public; Writing a press release or create a flyer to notify the public of an upcoming public education event		
2.) Include time, date and location		
3.) Include topic, sponsoring agency, contact person		

**Date:** \_\_\_\_\_

**Candidate:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

## STATE OF INDIANA

### JOB PERFORMANCE REQUIREMENTS

#### PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

##### **Skill Test 4: Education**

- Objective:** 2-4.1\* Select instructional materials, given a subject, learning objectives, the intended audience, and related resources, so that the materials are specific to the audience and activity objectives.
- 2-4.2 Maintain safety during fire and life safety education activities, given a lesson plan and a list of equipment, so that public fire and life safety activities are conducted without injury to educator or students.
- 2-4.3\* Present a lesson, given a lesson plan with multiple presentation methods, evaluation instruments, time allotment, setting, and identified audience, so that the lesson plan is followed and the objectives are met.
- 2-4.5 Distribute educational information, given material, a specified audience, and time frame, so that the information reaches the audience within the specified time.

**Task:** Assess instructional materials, recognize and mitigate potential hazards, implement lesson plans with identified learning objectives, apply presentation management skills, demonstrate presentation methods, use audiovisual equipment and materials, and distribute information.

**Tools:** Lesson content, presentation methods, audio/visual equipment, an audience, and other venues of communication.

**Attainment:** Complete the objectives as determined by the instructor.

<b><u>Did the candidate: (Complete the following)</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
1.) Accurately and effectively assess materials?		
2.) Recognize and mitigate hazards		
3.) Implement lesson plans, objectives, based on audience		
4.) Demonstrate acceptable presentation methods		
5.) Utilize audio/video equipment and materials		

**Date:** \_\_\_\_\_

**Candidate:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

##### **Skill Test 5: Education**

## STATE OF INDIANA

### JOB PERFORMANCE REQUIREMENTS

#### PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

**Objective:** **2-4.6** Administer an evaluation instrument, given the appropriate evaluation instrument and testing policies and procedures, so that lesson outcomes are known.

**2-4.7** Score an evaluation instrument, given the scoring procedures and grading scale, so that lesson outcomes are known.

**Task:** The candidate shall apply testing policies, procedures, and information analysis

**Tools:** Evaluation instruments, testing policies, means of scoring.

**Attainment:** Complete the objectives as determined by the instructor.

<b>Did the candidate: (Complete the following)</b>	<b>Pass</b>	<b>Fail</b>
1.) Administer an evaluation of students cognitive knowledge		
2.) Apply testing policies and procedures		
3.) Analyze information		
4.) Lesson outcomes are known		

**Date:** \_\_\_\_\_

**Candidate:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_